



CITY OF HOUSTON

Job Posting

1	Applications accepted from:	ALL PERSONS INTERESTED
2	Job Classification	FINANCIAL ANALYST IV
3	Posting Number	PN# 109527
4	Department	SOLID WASTE MANAGEMENT
5	Division	ADMINISTRATION
6	Section	ACCOUNTING
7	Reporting Location	611 WALKER
8	Workdays & Hours	8 am - 5pm / Monday - Friday*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**

Develops monitors, analyzes and updates various reports, records, projects and plans. Develops, coordinates, monitors, analyzes and updates budgets. Develops and reviews internal audit and review procedures. Processes financial transactions. Acts as a liaison to external agencies and organizations to provide assistance in handling inquiries, complaints or problem areas. Reviews, analyzes and recommends enhancements to financial programs and systems. Coordinates and conducts special projects. Monitors and implements line-item projections for specific accounts. Performs other duties as requested by division and department head.

10 **WORKING CONDITIONS**

There are occasional minor discomforts from exposure to less-than-optimal temperature and air conditions. The position may involve dealing with modestly unpleasant situations, as with occasional exposure to office chemicals and/or extensive use of a video display terminal.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**

Requires a Bachelor's degree in Finance, Accounting, Business Administration or a closely related field.

12 **MINIMUM EXPERIENCE REQUIREMENTS**

Six years of professional experience in finance, economics, budget analysis or a closely related field are required.

13 **MINIMUM LICENSE REQUIREMENTS**

Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

14 **PREFERENCES**

Preference will be giving to candidates with supervisory experience.

15 **SELECTION/SKILLS TESTS REQUIRED**

None

However, the Department may administer a skill assessment evaluation.

16 **SAFETY IMPACT POSITION**

☐ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

17 **SALARY INFORMATION**

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

Salary Range - Pay Grade 25

\$1501 - \$2173 Biweekly \$39,026 - \$56,498 Annually

18 **OPENING DATE**

March 22, 2006

19 **CLOSING DATE**

March 28, 2006

20 **APPLICATION PROCEDURES**

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 837-9211. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer